



How to Complete a NEBF Pension Application That Has Been Received From the NEBF or Local Union

Please follow the instructions below to complete the application we have mailed you in its entirety. We've highlighted the items that are most commonly overlooked to help you successfully submit a complete pension application. If you have downloaded an application, there are separate instructions below these instructions.

Page 4 details the documents you can use to **prove your age**.

Page 5 provide us with your **retirement date**, and indicate whether you are **single, married, or divorced**. You must select one of these items.

Next on **page 6**, if you are or have been divorced, **list your previous spouses**.

Page 7 you can choose a **Joint and Survivor benefit** or elect not to make a selection at this time.

Page 9 sign the **Social Security Authorization**.

Pages 11-13 provide your **Work History**. If you have received a letter from us showing your Work History and you agree with it, do not fill out this form.

Page 15 you'll find a required **Direct Deposit Authorization form** used for payment of your monthly benefit. Remember to print your name and sign the form.

Page 17 remember to **sign your completed NEBF application**.

Page 19 is another look at the **documents we need to expedite the application process**. Once you complete your application, please thoroughly review it before submitting it to our office.